



## WESTCOUNTRY SCHOOLS TRUST JOB DESCRIPTION



<b>Job Title:</b>	Minibus Driver
<b>Location:</b>	Across the Trust (based at Ivybridge Community College currently)
<b>Grade/salary:</b>	Devon Legacy Pay Scales, (Grade B, SCP 3-4) Under 5 years' Service: £12,328 - £12,521 Over 5 years' service: £12,579 - £12,777
<b>Hours:</b>	22 hours per week, 38 weeks per year Working hours are approximately 7.00am to 9.00am and/or 3.15pm to 5.15pm on the days/shifts that you are required to work
<b>Reports to:</b>	Premises and Transport Manager
<b>Responsible for:</b>	Not applicable
<b>Key relationships:</b>	Minibus Coordinator, Behaviour Team, Finish Line Team, Head of Operations, Heads of Department, Finance

### Job Purpose

The Minibus Driver supports the effective operation of the trust and works to uphold and promote its vision and values.

The post holder will be responsible for driving the College minibus on local, pre-determined routes. They will represent the public face of Ivybridge Community College. It is important that the post holder therefore conducts themselves in a professional and knowledgeable manner at all time.

There could also be opportunities to support the College with other minibus transportation requirements such as sporting fixtures, enrichment activities or other teaching initiatives.

### Duties and Responsibilities

1. At all times demonstrate and uphold WeST's core values, ensuring that behaviour, actions and decisions align with the principles that guide our work.
2. Drive College minibuses (or other hired transport) on a daily basis (D1 driving licence required) including transporting students to such locations as directed by the Premises and Transport Manager or member of the College's Senior Leadership Team.
3. Provide help with the maintenance, servicing, and cleaning of the College minibuses.
4. Complete daily minibus checks and complete routine paperwork where applicable.

5. Comply with College's policies and procedures including promptly notifying the Premises and Transport Manager of any concerns they may have with the safety and/or roadworthiness of any of the College minibuses (or other hired transport).
6. Drive a predetermined route to collect and return students.
7. Reporting of any accidents in a timely manner, in-line with the Drivers' Handbook.
8. Responsible for the supervision of the students whilst on the bus to ensure their safety, welfare and general conduct through appropriate application of the College's policies and procedures.
9. Report any concerns for student behaviour to the Behaviour Team.
10. Report any concerns for safeguarding to the Designated Safeguarding Lead.
11. Ensure fuelling of bus before or after use.
12. Working hours are approx. 7.00am to 9.00 am and again 3.15pm to 5.15pm. Although hours may vary according to the needs of the College.
13. Undertake any other duties of a similar level and responsibility as may be required, as directed by the line manager.

**All roles include the following**

14. To act in accordance with, and actively promote, all Trust policies, including Safeguarding, Health and Safety and Equality & Diversity.
15. To participate in Continuing Professional Development (CPD relevant to the role and to engage in Performance Development Reviews (PDRs).
16. Preparing and contributing to Trust wide development by sharing best practice and delivering/receiving professional feedback.
17. To retain confidentiality and maintain data and/or files in accordance with Trust policies for data governance, as appropriate for the role.

*This job description provides a general reflection of the main duties and responsibilities of the post at the date of production. You may be expected to take on other reasonable activities deemed to be within the character of the post to assist in efficient service delivery. The duties may change over time as requirements and circumstances evolve without changing the general character of the post or level of responsibility.*

## PERSON SPECIFICATION

E = Essential, D = Desirable

Method of Assessment The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.	Essential or Desirable	Application Form	Interview (or other selection activity)
<b>VALUES-BASED BEHAVIOURS - It is important to us that your values align with ours:</b>			
<b>Compassion:</b>			
Recognising need in others and acting with positive intention to promote well-being and improve outcomes	E		X
<b>Aspiration:</b>			
Works to high expectations, modelling the delivery of high-quality outcomes	E		X
Showing passion, persistence and resilience in seeking creative solutions to strive for continuous improvement and excellence	E		X
<b>Integrity:</b>			
Acting always in the interests of children and young people,	E		X
Acting with a consistent and uncompromising adherence to strong moral and ethical principles	E		X
Communicating with transparency and respect, creating a working environment based on trust and honesty	E		X
<b>Collaboration:</b>			
Creating a shared vision and working effectively across boundaries in an equitable and inclusive way to skilfully influence and engage others	E		X
<b>QUALIFICATIONS:</b>			
Holds a full, clean UK driving licence with category D1 entitlement	E	X	
Demonstrable experience of driving minibuses or similar large vehicles safely and responsibly.	E	X	X
Possession of a current MiDAS (Minibus Driver Awareness Scheme) certificate.	D	X	
First Aid Training certificate	D	X	
<b>EXPERIENCE:</b>			
Demonstrable experience of driving minibuses or similar large vehicles safely and responsibly.	E	X	X
Experience of working in a school or similar establishment	D	X	X
<b>KNOWLEDGE, SKILLS AND ABILITIES:</b>			

Strong understanding of road safety regulations and commitment to passenger safety.	E	X	X
Some knowledge of requirements and practices relating to Health and Safety	E	X	X
Punctual, dependable, and able to follow scheduled routes and timetables.	E	X	X
Ability to work both under instruction and on own initiative	E	X	X
A proactive and professional approach	E	X	X
Excellent interpersonal and teamwork skills	E	X	X
Strong communication skills	E	X	X
Good organisational skills including the ability to prioritise	E	X	X
To respect and uphold confidentiality at all levels	E	X	X
To be able to work efficiently under pressure	E	X	X
To be flexible and pro-active towards changes in day-to-day working arrangements	E	X	X
To convey a friendly and approachable outlook to others	E	X	X
To comply with all applicable policies including but not limited to; Corporate Business Travel Policy and Drivers' Handbook	E	X	X
Familiarity with local routes and traffic conditions.	D	X	X
<b>FURTHER REQUIREMENTS:</b>			
Willing to undertake personal development through training and other learning activities	D	X	X
Understanding of keeping Children Safe in Education and the wider safeguarding agenda	D	X	X